BRAILLE AUTHORITY OF NORTH AMERICA
SPRING MEETING

Friday, April 1, 2011 9:00 AM-5:00 PM
Saturday, April 2, 2011 9:00 AM-5:00 PM
Sunday, April 3, 2011 9:00 AM-12:00 noon

Hosted By
Clovernook Center for the Blind and Visually Impaired
Cincinnati, Ohio

MINUTES

1 Call to Order ..... Judy Dixon

Judy Dixon called the meeting to order at 9:00 AM. The April 1st portion of the meeting was held at Clovernook.

2 Welcome from Clovernook Center for the Blind and Visually Impaired

Robin Usalis, President, and Chris Faust, Senior Vice President of Clovernook, welcomed everyone to Cincinnati and to Clovernook. They discussed Clovernook's history and its pride in and commitment to braille, as well as current initiatives.

Kim McEachirn, Clovernook's new representative to BANA, was introduced and welcomed.

3 Self-Introductions

- Judith (Judy) Dixon, National Library Service for the Blind and Physically Handicapped, Library of Congress (NLS), Chair
- Mary Nelle McLennan, American Printing House for the Blind (APH), Vice Chair
- Jennifer Dunnam, National Federation of the Blind (NFB), Secretary
- Bonnie Grimm, Braille Institute of America (BIA), Treasurer
- Kim Charlson, American Council of the Blind (ACB), Immediate Past Chair
- Darleen Bogart, CNIB (Canadian National Institute for the Blind)
- Mary (May) Davis, Associated Services for the Blind (ASB)
- Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB)
- Cindi Laurent, National Braille Association (NBA)
- Kim McEachirn, Clovernook Center for the Blind and Visually Impaired (CCBVI)
- Susan (Sue) Reilly, California Transcribers and Educators of the Blind and Visually Impaired (CTEVBI),
- Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)

Observers:

Chris Faust, CCBVI
Robin Usalis, CCBVI
Jackie Connor, CCBVI
Pete Osborne, Royal National Institute for the Blind (RNIB); also representing the United Kingdom Association for Accessible Formats (UKAAF)
Charlotte Begley, CCBVI
Donna McNear, Bookshare.org
Jo Morell, CCBVI

4 Meeting Arrangements

Meeting arrangements were reviewed, including meal arrangements and a tour of Clovernook.

5 Board's Liability Statement.....Jennifer Dunnam

Secretary Jennifer Dunnam read the following statement:

BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorneys' fees, and the claimed amount arising from the performance of their duties as Officers and Directors except for their own acts of dishonesty and gross negligence. (Adopted March 30, 1987)

6 Agenda Approval.....Judy Dixon

The agenda was approved as distributed.

7 Report of the Music Braille Technical Committee

Jennifer Dunnam, board liaison to the committee, read the report, which is on file.

MSC Jennifer Dunnam moved and Frances Mary D'Andrea seconded the motion that James Bowden be appointed as a consultant to the music committee until the task of the code revision is completed. The motion passed unanimously.

8 Report of the Ad Hoc Committee on Standardized Testing

Bonnie Grimm, board liaison to the committee, read the report, which is on file.

The committee held a meeting at CTEBVI and developed a plan of action for moving forward.

9 Report of the Mathematics Braille Technical Committee

Cindi Laurent, board liaison to the committee, read the report, which is on file.

Cindi thanked the American Printing House for the Blind for providing periodic tables to the committee for purposes of review.

The board requests that the committee address the issue of the graphing calculators.

GC Regarding the issue of the spacing of the copyright symbol, the board will not ask the literary committee to change the spacing rules in the literary code.

The board will return to the special symbols language change request later in the meeting, after some clarification has been obtained.

It was suggested that consideration be given to cross-referencing the online BANA code books with one another.

10 Report of the Ad Hoc committee on Braille Signage and Labeling

Kim Charlson, chair of the committee, read the report, which is on file.

On behalf of the committee, Kim submitted comments to the U.S. Pharmacopeial Convention (USP) regarding the proposed standards for prescription medication labeling.

Pete Osborne suggested that a distinction should be drawn between signs prepared on an ad hoc basis, such as a sign in a building, vs. labeling that is mass-produced, like medicine labeling.

GC Pete Osborne will be tapped as an informal consultant to the committee on braille signage and labeling.

11 Report of the Refreshable Braille Technical Committee

Jennifer Dunnam, board liaison to the committee, read the report, which is on file.

Pete Osborne expressed support for the eight-dot standardization; the problem is an international one.

MSC Jennifer Dunnam moved and Kim Charlson seconded the motion that charge #99 be discarded from the agenda of the refreshable braille committee and instead referred to the international council on English Braille's refreshable braille committee. The motion passed unanimously.

[Charge #99 (11/05/2004) Review and compare the existing 256-character ASCII braille tables used by refreshable braille displays and braille embossers in North America; recommend, by fall of 2005, a 256-character ASCII braille table suitable for use by relevant hardware and software producers.]

The refreshable braille translation reporting form discussed in the committee report will be hosted and moderated on the BANA Web site.

A task force will be convened to write a letter to Apple developers regarding commendations and issues with the implementation of braille support with the VoiceOver screen reader.

Judy Dixon next introduced Donna McNear, who gave a presentation regarding Bookshare. McNear offered greetings from Betsy Beauman, vice president and general manager of Bookshare's literacy program. She indicated that Bookshare has worked to improve the quality of their braille on both DAISY and BRF versions of their books. The improvements to the BRF versions come from improving the quality of the base file used to generate the BRF. LibLouis, an open-source software application, is used to create the braille versions; McNear indicated that this software was chosen at the recommendation of Susan Christensen. There is a book quality feedback reporting system; The Office of Special Education Programs (OSEP) is monitoring the book quality issues. As bookshare tries to improve, it is dependent upon users providing feedback. BANA board members raised concerns about the quality of BRF files, and McNear stated that one other user has mentioned to her that a lot of improvement in the BRF files has been found.

The entire bookshare collection was converted from DAISY 2.0 to DAISY 3.0. Bookshare has found the LibLouis programmers very responsive to fixing problems. Bookshare BRFs can be downloaded in either 40 cells per line or 28 cells per line, and the user can choose whether or not braille page numbers should be included.

Judy Dixon pointed out that the biggest problems are with formatting rather than translation—lists and headings are examples of items that do not seem to work correctly. Either the base files are not marked up properly or the markup is not making it into the braille. The conversion software may not be sufficiently XML-aware. Donna McNear suggested that one viable option is for braille users to utilize the DAISY versions of the files which provide greater navigation ability.

Bookshare has received another grant from the Office of Special Education for diagrams www.diagramcenter.org, to capture image descriptions and put them in the DAISY standard. They are also working on tactile graphics, and Lucia Hasty is working with them.

12 Report of the Ad Hoc Committee on Uncontracted Braille

Sue Reilly, board liaison to the committee, read the report, which is on file.

13 Report of the Computer Braille Technical Committee

Judy Dixon, board liaison to the committee, read the report, which is on file.

Possible research on the continuation indicator was discussed as part of the research committee report.

14 Report of the Ad Hoc Committee on Foreign Language Materials

In the absence of the liaison to the committee, Judy Dixon read the report, which is on file.

As reported during the February board conference call, corrections from the review comments on the foreign language manual have been made; the foreign language committee is still waiting to see the new Braille Formats code book before making format revisions to the foreign language manual. The board is not certain that it is necessary to wait for Formats to be finished and will work with the committee to be sure that they have the information they need. Additionally, since Eileen Curran is no longer a board member, the board felt that appointing a new liaison to the committee might assist with communication.

MSC Diane Wormsley moved and Mary Nelle McLennan seconded the motion that Kim Charlson be appointed to serve as liaison to the Foreign Language Technical Committee. The motion passed unanimously.

Next, the board heard a presentation by Micheal Hudson, Curator of the Museum at the American Printing House for the Blind, Louisville, Kentucky.

In addition to housing the BANA archives, the APH museum has holdings from AER, the seeing eye, and others. APH houses the O&M Archives for AER's O&M Division and held a formal opening of those archives in October of 2010. Hudson stressed the importance of making sure that the same level of detail goes into the preservation of the digital records as went into the paper ones.
Several groups of documents exist in our archives: 1) nominations, bylaws, decisions, code drafts; 2) the chair's files; 3) the treasurers' files; 4) the committees' files; 5) files related to international committees. These archives go up to 1996.

It is important not only to capture what decisions were made, but also how the decision was reached. This type of information is buried in e-mail exchanges and the like. We were urged to save email, spreadsheets, word processing documents, and presentation documents such as PowerPoint.

The authentic record is the digital version, not the paper printout.

Each outgoing chair should submit files to APH.

15 Report of the Braille Formats Technical Committee

Sue Reilly, board liaison to the committee, read the report, which is on file.

There was discussion of the need for a list of the changes from the current formats guidelines to the new ones.

The committee is urged to use the braille-formats listserv.

The BANA board will review the Formats document in chunks when it is received, so that there is opportunity to have questions answered regarding each section. The vote will take place after the section-by-section review has been accomplished.

16 Report of the Ad Hoc Committee on Early Literacy Materials Production

Diane Wormsley, board liaison to the committee, read the report, which is on file.

A final draft of the guidelines is being reviewed by the committee. Bonnie Read is compiling the committee members' comments, and when she has finished, there will be a committee teleconference call to resolve some issues such as the "ask" issue.
It is expected that the guidelines will be ready for board review by this fall. World Braille council has expressed interest in seeing the ELMP materials when they are produced.

17 Report of the Literary Braille Technical Committee

Darleen Bogart, board liaison to the committee, read the report, which is on file.

MSC Diane Wormsley moved and Kim Charlson seconded the motion that Darleen Bogart be appointed as interim chair of the literary committee. The motion passed unanimously.

18 Report of the Tactile Graphics Technical Committee

Mary Nelle McLennan, board liaison to the committee, read the report, which is on file.

Email vote: On October 31, 2010, a motion was made via email by Mary Nelle McLennan and seconded by Darleen Bogart that the BANA Board approve and adopt the Guidelines and Standards for Tactile Graphics 2010. The deadline for this vote was Sunday, November 7 at noon Eastern Time. Voting Results: The motion passed unanimously.

MSC Mary Nelle McLennan moved and Frances Mary D'Andrea seconded the motion that Susan Osterhaus be appointed as a member of the Tactile Graphics committee for a two-year term ending in 2012. The motion passed unanimously.

There has been a great deal of difficulty dealing with the final files for this document, and the tactile graphics committee has now created a how-to document to show how to prepare the graphics supplement. The supplement will not be on the web site.
The manual should be posted to the web site in the next few weeks. The supplement will be sold separately or with the print version or with the braille.....

Mary Nelle McLennan again commended the remarkable job that has been done by this committee. A letter of thanks and congratulations will be sent to the authoring committee.

Saturday Morning:

On April 2 and 3, the meeting took place at the Hyatt Regency Hotel.

9 Report of the Mathematics Braille Technical Committee

MSC Cindi Laurent moved and Jennifer Dunnam seconded the motion that the proposed language changes to Rules XXV §191A(V) and §191B(VI) be accepted. The motion passed unanimously.

MSC Cindi Laurent moved and FM D'Andrea seconded the motion that the disposition of charge #166 for the mathematics committee be changed to done and that it be removed from their report template. The motion passed unanimously.

[Charge #166 (11/15/2007): To discuss the rules governing the formatting of directions to itemized exercises.]

19 Report of the Education and Outreach Committee

Frances Mary D'Andrea, board liaison to the committee, read the report, which is on file.

Sue Reilly volunteered to make a bigger display frame containing the BANA member organizations' logos for the purpose of exhibiting.

The URL for the new BANA Blog is banablog.wordpress.com

Extensive discussion took place on the responses to the NUBS research reports and on "next steps." Some responses indicated a view that what the rest of the world is doing regarding braille codes is not relevant to the U.S. Pete Osborne noted that the added expense of developing separate training materials and code books from those being used by the rest of the English-speaking world might be a worthy consideration.

Presentations and workshops are being conducted at various conferences to discuss code changes with transcribers and consumers, but we need to do more work with teachers.

Regarding a cost analysis of implementing a code change, our first step will be to look at the cost analysis data from the UK.

MSC Frances Mary D'Andrea moved and Cindi Laurent seconded the motion that charge #105 for the Education and Outreach Committee be discarded, removed from the report template, and referred to the bylaws under "Purpose" for this committee. The motion passed unanimously.

[Charge #105 (11/05/2004): inform and solicit input from stakeholders on BANA activities and projects through publications and presentations]

The first installment of the "Evolution of Braille and Print" article will be published in the May 2011 issue of the *Braille Monitor* and will appear in other publications shortly as well.

Email vote: On December 23, 2010, it was moved by Frances Mary D'Andrea and seconded by Kim Charlson that Part 1 of the BANA article "The Evolution of Braille: Can the Past Help Plan the Future?" as posted to the BANA list on Dec. 10 be approved for distribution. The deadline for this vote is December 30 at 9 A.M. Voting Results: The motion passed with all Board Members voting except Davis.

21 Report of the Ad Hoc Committee on Braille Research

Email vote: On Feb. 17, 2011, it was moved by FM and seconded by Kim that the two NUBS reports posted on BANA-l (regarding the results of the reading task and of the sampler questionnaires) be accepted and placed on the BANA web site. The motion passed unanimously with all members voting.

MSC Frances Mary D'Andrea moved and Kim Charlson seconded the motion that the research committee be charged to contact the technical committees that were involved in the review process (tactile graphics, foreign language, and formats) and ask for their feedback on how the review process worked for them. The motion passed unanimously.

MSC FM D'Andrea moved and Diane Wormsley seconded the motion that charge #195 be declared done and removed from the research committee report template. The motion passed unanimously.

[Charge #195 (3/15/2009): Design and implement a research study to evaluate the Nemeth Uniform Braille System (NUBS), in response to a request from the developers of NUBS.]

The Board discussed the request from the Computer Braille Committee to gather input on the use of the continuation indicator. The Board concurred with the Research Committee's inclination that this issue is not the sort that would warrant a user survey. This decision should be made based on the expertise of committee members.

MSC FM D'Andrea moved and Diane Wormsley seconded the motion that the research committee be charged to craft a plan by the time of the August 2011 board conference call for conducting an impact analysis of 1) adopting NUBS; 2) adopting UEB; and 3) maintaining the status quo. Impact analysis is defined as "assessment of the pros and cons of pursuing a course of action, in light of its possible consequences, or the extent and nature of change it may cause." The motion passed with Darleen Bogart abstaining.

20 Report of the Publications Committee

Mary Nelle McLennan, board liaison to the committee, read the report, which is on file.

The committee met face-to-face last week and continued to work on the publications specifications. They also discussed ways to provide support to technical committees throughout the process of creating code-related documents.

Mary Nelle McLennan recused herself from the next business item and then turned the discussion over to Chair Judy Dixon before leaving the assembly.

The production of the hard copy versions of the tactile graphics guidelines is extremely complex due to the wide variety of file types and physical materials needed for creating the samples. Inquiries have been made to the various production facilities, including National Braille Press, which was not represented at this board meeting. The number of production houses with the capacity to produce the hard copy versions of this complicated document is extremely limited. The document will be most commonly used in educational settings. The ability to purchase these guidelines with the use of federal quota funds, as would be the case if the American Printing House for the Blind produced them, would assist greatly in dissemination of the guidelines.

MSC Kim Charlson moved and Diane Wormsley seconded the motion that BANA enter into a memorandum of understanding with the American Printing House for the Blind to produce the tactile graphics guidelines for resale. The motion passed with all voting except Mary Nelle McLennan.

23 Report of the Membership Committee

Kim Charlson, chair of the committee, read the report, which is on file.

MSC Kim Charlson moved and Sue Reilly seconded the motion that BANA accept the application of Crawford technologies to join BANA as an associate member. The motion passed unanimously.

MSC Kim Charlson moved and Sue Reilly seconded the motion that the bylaws committee be charged to consider broadening the membership categories of BANA in order to attract a variety of members in different levels of support categories. The motion passed unanimously.

MSC Kim Charlson moved and Cindi Laurent seconded the motion that the bylaws committee consider a charge to review and revise the membership application requirements outlined in the bylaws and policies. The motion passed unanimously.

22 Report of the Bylaws Committee

Darleen Bogart, chair of the bylaws committee, read the report, which is on file.

MSC Darleen Bogart moved and Diane Wormsley seconded the motion that the following revision to section 6.3.4 of the BANA bylaws be adopted. The motion passed unanimously.

6.3.1 (4-83, 4-98, 11-98, 11-08) (04-11) BANA shall maintain a Bylaws**,** Nominating**,** Membership, ~~and~~ Outreach and Education, Archives, and Strategic Planning Committee as board committees. The term of office for chairpersons and members of board committees shall be from January 1st through December 31st. Generally, appointment shall take place at the annual meeting.

MSC Darleen Bogart moved and FM D'Andrea seconded the motion that section 6.3.6 of the BANA Bylaws be revised as follows. The motion passed unanimously.

6.3.6(04-11) The Archives Committee shall consist of at least three (3) members of the BANA board. It shall be charged with recommending policies for, and overseeing the maintenance of the BANA archives.

MSC Darleen Bogart moved and Kim Charlson seconded the motion that the following revision to section 6.3.7 of the BANA bylaws be adopted. The motion passed unanimously.

6.3.7(04-11) The Strategic Planning Committee shall consist of at least three (3) members of the BANA board. It shall be charged with overseeing the strategic planning process of the BANA board as decided by the BANA board.

MSC Darleen Bogart moved and Diane Wormsley seconded the motion that the following revision to Section 6.4.1 of the BANA bylaws be adopted. The motion passed unanimously.

6.4.1 (11-08) (04-11) BANA shall maintain Publications, ~~and~~ Braille Research, and Awards as general committees. The term of office for the chairperson and members of general committees shall be from January 1st through December 31st. Generally, appointments shall take place at the annual meeting.

MSC Darleen Bogart moved and Diane Wormsley seconded the motion that the following revision to section 6.4.4 of the BANA Bylaws be adopted. The motion passed unanimously.

6.4.4 (11-08) (04-11) The Awards Committee shall consist of at least five (5) members, two of whom shall be members of the BANA board and at least two (2) members of BANA committees. It shall be charged with overseeing the process for the nomination of candidates for the BANA Excellence Award to be presented to the BANA Board for approval every two years, if there is a worthy candidate.

MSC Darleen Bogart moved and Diane Wormsley seconded the motion that the following revision to Policies 1.3.2.3 (04-11) Associate members be adopted. The motion passed unanimously.

Will receive an orientation packet, approved minutes, updated directories of member organizations and representatives, committee reports, bylaws and policies, press releases.
Will be included on all BANA listserves monitored by all board members.
May attend meetings and participate in discussions.
May NOT vote.

MSC Darleen Bogart moved and Cindi Laurent seconded the motion that the following revision to the Policies 1.3.1.3 (04-11) be adopted. The motion passed unanimously.

The process for applying for membership is as follows:

The organization or agency desiring membership in BANA shall submit the following materials to the BANA Board:

…
Documents submitted will be reviewed by the Membership Committee for completeness.
…

MSC Darleen Bogart moved and Mary Nelle McLennan seconded the motion that Judy Dixon be made a member of the bylaws committee. The motion passed unanimously.

MSC Darleen Bogart moved and Jennifer Dunnam seconded that the bylaws committee be charged to revise the policies with regard to the procedures and timelines for code change review and approval. The motion passed unanimously.

24 Nominating Committee: Kim Charlson

Kim Charlson, chair of the nominating committee, urged board members to consider running for office this fall, particularly in light of the fact that the current BANA chair will not be eligible to serve in that capacity again according to the bylaws.

24A Crafts and Hobbies Technical Committee

The report of the Crafts and Hobbies technical committee was inadvertently omitted from the meeting packet. Frances Mary D'Andrea read the report, and it is on file.

FM D'Andrea will work with May Davis and Judy Dixon to craft and send an email to BANA-tech to identify reviewers for the knitting guidelines. An outside review will be conducted simultaneously.

25 Secretary's report

Email vote: Mary Nelle McLennan moved and FM D'Andrea seconded the motion that the minutes from the fall 2010 meting be approved. The deadline for voting was Thursday, February 10. The motion passed unanimously with all members voting except May Davis.

MSC Kim Charlson moved and Kim McEachirn seconded the motion that the February 8th teleconference minutes as amended be adopted. The motion passed unanimously.

27 Directory Update: Judy Dixon

Judy Dixon, who maintains the BANA directory, encouraged all board members to provide any needed directory updates to her.

29 Treasurer's Report

Bonnie Grimm walked the board through the 2010 year-end statement and the Financial Statement for 2011 Year-To-Date

MSC Diane Wormsley moved and Frances Mary D'Andrea seconded the motion that an additional $2,000 be added to the research committee budget for a face-to-face meeting. The motion passed unanimously.

31 BANA Awards

Darleen Bogart, committee chair, read the report, which is on file.

MSC Darleen Bogart moved and Diane Wormsley seconded the motion that the terms of reference for the awards committee be accepted as corrected. The motion passed unanimously.

The award can be approved by email. A presentation may be made in the fall.

Email vote: A motion was made by Darleen Bogart and seconded by FM D'Andrea that Eileen Curran be appointed to the Awards Committee. The deadline for this vote was Thursday, March 10 at 5:00 EST. The motion passed unanimously with all members voting.

32 Press Releases

A list of topics and a schedule for upcoming press releases was developed.

33 International Braille Organizations

Pete Osborne presented an update on braille in the United Kingdom.

The **United Kingdom Association for Accessible Formats** (UKAAF) represents standards, processes, and technologies for accessible formats and has many subject areas—Moon type, audio, large print, braille. There are 12 members on the board; they have sustaining members like RNIB who pay $7,500 a year and can have ten voting members. They have sponsorship packages—for example, their large print guidelines have a sponsor. They have a budget of approximately $60,000. This year they are working to develop a balance sheet to account for the in-kind contributions that organizations are making.

UKAAF is working to have the UK make a decision about UEB adoption fairly soon. They are in "maintenance mode" on British braille; they will put updates on the web site, but not print a new revision of the code. They have adopted the IPA code. They are devising a few cheat sheets on that code to assist people in learning it.

UKAAF's braille subject area is very concerned with music; many things are emerging in the music world that do not work in the current music code, such as music from the far east and guitar books with complex structures. Ireland does not have a braille authority and relies on UKAAF. There is a code for Gaelic but that code is not well-defined. UKAAF is assisting Ireland, Kenya, and Ghana to develop national braille authorities. Some minor revisions are being suggested to the chess code.

Royal National Institute for the Blind: Their board appointed a group to consider the future of braille; RNIB strongly favors UEB. They are doing research on new forms of refreshable braille to try to bring the cost down. They are also concerned with the future of braille translation software given the changes in the publishing world. Braille library figures are dropping regularly, with fewer and fewer people borrowing hard copy braille books. The number of people buying braille products is, however, increasing. More people are going through the training courses for blind adults who want to learn braille for themselves. The educational system for blind children is very much integrated, and the teachers are not keeping their braille skills up. RNIB plans to work on this issue, but it is a large tide to try to turn. There are very few teacher preparation programs, but not a teacher shortage. It is not easy to convince parents that braille is relevant.

They are conducting research into the use of braille displays, and the reports will be posted on the RNIB Web site.

There have been massive changes in braille production at RNIB over the last few years. Braille presses have largely been replaced with reel-fed embossers; more than half of the braille produced originates from XML. They produce the braille statements from banks, and the banks want as little human intervention in that process as possible. RNIB produces about thirty percent more braille than it did two years ago, but with fewer people involved in production. They have not reduced the number of proofreaders, but they are making greater use of sampling techniques in proofreading.

33.2 International Council on English Braille

The ICEB General Assembly will take place in May of 2012 in South Africa. BANA may send up to four delegates, at least half of whom must be braille readers. The board will make final decisions in November about who will attend the general assembly. Darleen Bogart indicated that BANA's ICEB dues have yet not been traced for 2008 and 2009.

Bruce Maguire has resigned from the Australian Braille Authority and from the UEB code maintenance committee. The code maintenance committee is continuing its work. The chair of this committee can approve observers; any who wish to observe the work of the committee on a listserve should contact Phyllis Landon. The ICEB refreshable braille committee has also begun its work. Jordy Howell is the chair of the music committee. South Africa and New Zealand are reorganizing their braille authorities.

33.3 World Braille Council

Judy Dixon and Diane Wormsley attended the World Braille Council meeting in India in January. The next meeting will be in Leipzig, October 1 and 2, 2011, after the Braille-21 conference. The World Braille Council is a committee of the World Blind Union. There are some gaps in representation on the committee. The Braille-21 conference is an effort of the World Braille Council.

34 Unfinished Business

MSC Cindi Laurent moved and Diane Wormsley seconded the motion that the language changes below regarding the use of the special symbols page in the Nemeth Code be adopted (the changes are shown in italics). The motion passed unanimously.

§4c. Technical works are those in the fields of mathematics, statistics, physics, or chemistry. In such works the symbols and rules of this Code must be used. They must also be used in works in other fields which make strong use of mathematical signs and modes of expression. In all technical works the transcriber must indicate at the beginning of each volume by means of a transcriber's note that the work has been transcribed in Nemeth Code, giving the year the code was adopted. Even when the Nemeth Code is used, title pages must be transcribed as in English Braille without the use of Nemeth Code symbols, except for items which contain mathematical expressions for which it would be inappropriate or impractical to use English Braille. *It is not necessary to list*

Nemeth symbols on the Special Symbols page of any technical transcription in which they are used. Symbols devised by the transcriber must be listed on the Special Symbols page.

35 Fall 2011 Meeting.....Jennifer Dunnam

The fall meeting will be held in Baltimore at the headquarters of the National Federation of the Blind, November 3-6. The open forum will take place Thursday evening, and the meeting will end at noon on Sunday. Further details about arrangements will be forthcoming.

36 Spring 2012 Meeting..... Cindi Laurent

The Spring 2012 BANA meeting will be held in conjunction with the NBA professional development conference in St. Louis, Missouri. The conference goes from April 25-28. The BANA meeting will begin on Saturday, April 28, at mid-day. We will try to have the forum occur that morning as one of the workshops. The BANA meeting will end on Monday April 30 at 5:00 PM.

38 Around the Table

BANA board members reported briefly on activities and initiatives of their respective organizations.

39 Future BANA meetings:
Fall 2011--NFB
Spring 2012--NBA
Fall 2012--BIA
Spring 2013--NLS
Fall 2013--APH
Spring 2014--ASB
Fall 2014--AER
Spring 2015--NBP
Fall 2015--CTEBVI
Spring 2016--AFB
Fall 2016--ACB
Spring 2017--CNIB
Fall 2017--CCBVI

40 Adjournment.....Judy Dixon

Thanks were extended to Clovernook for the excellent arrangements and hospitality. The meeting was adjourned at 11:45 AM.

Submitted by:
Jennifer Dunnam, Secretary

Braille Authority of North America

Open Forum Notes

March 31, 2011 – 6:30 to 8:00 PM

Cincinnati, Ohio – Hyatt Regency Hotel

Judy Dixon, BANA Chair, opened the Forum and welcomed attendees. She outlined the purpose and work of BANA. She noted that the first BANA Open Forum was held in Cincinnati in November 2004. Introductions were made of those in attendance including: Judy Dixon, National Library Service for the Blind & Physically Handicapped (NLS); Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB); Kim Charlson, American Council of the Blind (ACB); Jackie Conner, Multistate Center East-Clovernook Center for the Blind & Visually Impaired; May Davis, Associated Services for the Blind (ASB); Donna McNear, Bookshare; Chris Faust, Clovernook; Jo Merrell, Clovernook; Robin Usalis, CEO, Clovernook; Debbie Baker, retired TVI, Springfield, OH; Bernadette Dreissel, consumer, Cincinnati, OH; Paul Dreissel, consumer Cincinnati, OH; Paul Zordman, consumer, Cincinnati, OH; Lisa Hall, Proofreader, Clovernook; Paula Jordan, Early Intervention Specialist, Cincinnati Association for the Blind &Visually Impaired; Jennifer Dunnam, National Federation of the Blind (NFB) Peter Osborne, Chair, United Kingdom Association for Alternative Formats (UKAAF), Royal National Institute of Blind People (RNIB); Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AERBVI); Darleen Bogart, CNIB, Toronto, Ontario, Canada; Cindi Laurent, National Braille Association (NBA); Bonnie Grimm, Braille Institute of America (BIA); Sue Reilly, California Transcribers and Educators of the Blind and Visually Impaired (CTEBVI).

Dixon introduced Frances Mary D'Andrea, Chair of the BANA Education and Outreach Committee. D'Andrea gave a report on the various activities of the BANA committees including Tactile Graphics, Music Braille, Foreign Language, and Braille formats.
The challenge facing all of BANA's committees is trying to make Braille reflect printed text more accurately. This is demonstrated heavily in textbook formatting with a high emphasis on graphics and illustrations. Transcribers try their best to accurately reflect specific items such as a situation where part of a word, but not all of the word, is capitalized or written in different colors. What about non-alphabetic characters used as letters i.e. Ke$ha for the name Kesha. How should Braille and transcribers handle this type of situation.

The discussion turned to the often asked question of how much should Braille follow print? How do we show these difficult situations in Braille in an understandable manner.

The Braille readers present indicated that sometimes they don't really care about formatting issues … but then they also realize the importance of reflecting accurately the print material. Usually, Braille readers said that they can get the intent from the context of the material.

Donna McNear stated that as a print reader she is seeing things that make no sense to her such as LOL or other forms of abbreviations for texting. Print has many ambiguities, much more so than in the past. It was also noted that there seems to be an age divide for some of this type of writing due to communication through texting, and many older people are finding themselves at a loss. Flexibility is an important consideration for Braille.

Braille readers seemed pretty comfortable with figuring out enclosure symbols. Standardized testing was noted as an area where Braille has to be more accurate and responsive. Students have to be able to recognize all symbols.

Attendees were asked how important back translation of files is for readers. Several Braille readers indicated they rely on back translation or printing from a notetaker for their work notes etc. It is a critical work skill for most attendees. It is now so important at work, meetings or school to be able to load a Word document into a notetaker and have instant Braille. This process is easier than transcribing notes daily.

Several attendees do their own scanning of print materials and then emboss a hard copy. They noticed that now their translation software is seeing symbols that they are not familiar with such as the trademark or copyright symbols. Experience has been helpful in making this process go more smoothly.

D'Andrea asked attendees how much paper Braille they are using as opposed to refreshable Braille. All Braille readers indicated that their highest rate of paper Braille reading was magazines, craft or knitting patterns, recipes, and they use electronic Braille to keep parts of magazines they might refer back to at a later date. Several attendees indicated they are slate users, and that they are concerned that students are not learning about the slate and stylus.

Peter Osborne reported that the more traditional use of Braille in the UK is falling to about 7.5% a year. However, research indicates that people are using Braille on paper for minutes, agendas, recipes, or they are printing documents themselves. People are asking for shorter documents to be printed out for them, and they are using more materials in sections rather than entire books. RNIB assessed Braille readers who have used any type of Braille services of any type from RNIB over the past two years. The worrying trend is that people are not borrowing Braille books as much as before. With refreshable Braille, we will not be in a position to control what people see in an electronic book file.

Jennifer Dunnam asked about the assumptions about using refreshable Braille – are people using contracted or uncontracted Braille? When you use refreshable Braille, do you ever feel that what you are seeing isn't accurate? Many people said yes; and if they are confused, they will try switching to uncontracted Braille over computer Braille when literary contracted Braille isn't clear.

D'Andrea asked attendees what worries them about Braille? Concerns included that it takes up more space than is necessary; the two-cell slash is an example of this concern. Critics say Braille is bulky, takes up too much space. One attendee said he is concerned that Braille is getting

beyond what we know; it is getting away from us as Braille readers. Many symbols are not familiar, Braille is running away from Braille readers.

Charlson asked the group if they use the special symbols pages in hard copy books when they don't recognize a symbol? Responses were mixed – some do and others don't think of using it. In math books, Nemeth symbols are not put on a special symbols page.

Debbie Baker expressed concern about the standardization of tactile graphics. Each graphics sometimes needs individual interpretation. There should be more online repositories for graphics. New teachers have questions about tactile graphics and how to make them make sense to them.

BANA could help to make sure Braille readers know about new symbols. Communication from BANA is important.

Retired teacher, Donna McNear, expressed her concern that paper Braille is being used less and less. People are enthralled with tablet technology and integrating Braille displays through Bluetooth. Most users use this technology with speech. Reliance on speech has caused a real gap in Braille instruction. It is getting very hard to get kids to carry a Braille book when they want to have a notetaker, or an Ipad or smart phone. How do we respond to this gap – how do we get these two worlds to come together and keep Braille timely and relevant. What is going to meet the needs here in the U.S. as our language landscape changes. It is a challenge to Braille books that contain text messaging and email addresses. Our current code struggles to keep current. School curriculas have changed, and they need to meet the needs of 21st century skill requirements. The issue of the relevance of Braille continues to come up. McNear appreciates the work BANA is trying to do to keep Braille relevant.

In closing BANA members expressed their appreciation to all attendees for coming and sharing their thoughts and opinions on the area of Braille. The meeting adjourned at 8:00 PM.

Prepared by:
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